



2019-2020

STAR OF THE NORTH FELLOWSHIP

DEPARTMENT OF HUMAN SERVICES – HEALTHCARE

OVERVIEW:

This proposal is to hire a Star of the North Fellow to improve the management of HCAs SharePoint sites. This position would be responsible for the development, implementation and maintenance of the HCAs SharePoint sites. The incumbent would learn how to administer the hundreds of sites, develop HCA SharePoint site standards, explore new functional capabilities of SharePoint and provide support services to site owners in order to meet business needs. This critical role works with MNIT@DHS and other external stakeholders to implement content management strategies around sites risk management, content management (reduction of duplicate sites/information), and reduction in staff time needed to administer sites, and creating better user experience. This position would provide the fellow opportunities to engage and lead SharePoint projects, work with individuals across the agency, and expose them to all areas within the administration.

The Star of the North Fellow would be responsible for:

- Developing and maintaining HCA SharePoint websites and applications while serving as the administration's lead site owner for all HCA divisions and sites.
- Serve as HCA's expert resource in directing long-range, sustainable strategies for business planning, analysis, business process improvement, and solution development projects for administration wide, mission critical SharePoint based initiatives.
- Establishing standards and guidelines for the HCA SharePoint sites.
- Managing security for the sites, delegate authority to site owners, and audit all sites to identify noncompliant activity.
- Responding to service and development requests for site owners and potential site owners.
- Working collaboratively with MNIT, customers, site owners and partners from across the administration to implement, administer, and support SharePoint functionality.
- Research, evaluate and recommend new technologies and capabilities to maximize customer experience.

WHAT YOU WILL LEARN:

See description above

WHAT WE REQUIRE:

See description above

ADDITIONAL INFORMATION:

ELA DHS Building

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